

LAW STUDENT - INTERN

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a professional attorney, participates in an internship program in the County Attorney or the District Attorney's Office. Incumbents perform difficult legal research, assist in the investigation of complaints and the preparation of legal cases in County Attorney's Office or the District Attorney's Office. Appointments are temporary in nature for the duration of the internship. Work is performed in an automated systems environment. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs legal research and drafts legal memoranda resulting from that research;

Attends trials and hearings to gain familiarity with courtroom procedures;

Attends meetings and conferences as directed;

Compiles and drafts legal documents and other reports, as assigned;

Establishes and maintain files of legal documents;

Evaluates priorities of work projects and exercises judgment in scheduling projects;

Acts as a process server when required;

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of legal research techniques, methods and analysis; ability to plan, organize and present ideas clearly and concisely both orally and in writing; ability to observe, recognize and distinguish pertinent details; ability to work well with others; accuracy; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and in addition, current enrollment in a recognized Law School.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J.C.: Exempt†
MML5

Job Class Code: H0185
Job Group: H99